



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATCS-XS

9 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 1, TRADOC Policy Letters and Delegations of Authority

1. This policy letter supersedes memorandum ATCS-XS, subject as above, 5 Dec 05.

2. TRADOC policy letters.

a. TRADOC policy letters apply to all subordinate activities, schools, and headquarters staff offices. Policy letters:

(1) Provide policy concerning special interest areas when required by HQDA (such as equal opportunity and prevention of sexual harassment).

(2) Communicate the highest level of command interest in areas that may or may not be covered in Army publications.

(3) Provide an interim forum for publishing policy until it is included in the appropriate TRADOC publication. Once the policy is published within a TRADOC publication, the policy letter is rescinded.

b. The Office of the Secretary of the General Staff, Staff Actions Division, will assign a number to approved policy letters. A complete file of all approved policy letters will be maintained on the TRADOC homepage at <http://www.tradoc.army.mil/cofs/policyletters.htm>

c. Policy letters will remain in effect for 2 years from the published date. At the end of the 2 years, proponents will review their policy letters to ensure they are still valid and resubmit for my approval.

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3. Delegations of authority designate authority commensurate with responsibility, and reduce paperwork at higher levels for matters that can be decided at lower levels.


a. Delegation of authority memorandums should cite the Army regulation paragraph(s), as appropriate.

b. All approved delegations of authority will remain in effect until a change in the authorizing officials.

4. Enclosed is a listing of command policy letters (Encl 1) and delegations of authority (Encl 2) currently in effect at TRADOC.

5. Point of contact is Mrs. Caroline Whiteed, DSN 680-4116/ (757) 788-4116 or caroline.whiteed@us.army.mil.

2 Encls


WILLIAM S. WALLACE
General, U.S. Army
Commanding

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TRADOC Command Policy Letters

[illegible]

TRADOC Delegation of Authority

[illegible]